

## **WORKSHOP OBJECTIVES**

To enable Field and Headquarters program managers, project managers, scientists, and engineers to manage and control remediation/decommissioning projects better through improved understanding of cost-estimating, validation, cross-cutting practices, and sharing of lessons learned.

## **WHY YOU SHOULD ATTEND**

Congressional oversight elements, DOE elements, and external stakeholders have directed/advised DOE to improve cost control. Accurate and defensible cost estimates are the key to successful management of ER projects.

As a participant in DOE ER projects, you are responsible for ensuring the development and validation of project baselines. This workshop, with its emphasis on lessons learned, will provide you with practical approaches that you can apply to increase managerial and fiscal control of your projects .

# WORKSHOP TOPICS

Common practices and lessons learned will be discussed in the following topic areas:

## ☞ **COST-ESTIMATING CONCEPTS**

- DOE Cost-Estimating Guidance and Practices
- Project Team
- Baseline Elements
- Life Cycle of ER Projects
- Types of Cost Estimates
- Cost-Estimating Methods and Tools
- Types of Costs
- Cost-Estimating Process
- Documentation Provided in Cost Estimate

## ☞ **COST-ESTIMATE PREPARATION**

- Preparation of a Planning Cost Estimate
- Preparation of a Detailed Cost Estimate

## ☞ **VALIDATION A COST ESTIMATE**

- Cost-Estimate Validation Process
- Development of a Validation Checklist
- Background Data and Conditions
- Direct Costs (Labor, Material, Equip., etc)
- Indirect Costs (Job Indirects, Overhead)
- Other Costs (Taxes, Escalation, Risk)
- Estimate Analysis
- Obtain and Review Estimates and Supporting Documentation
- Interview as Required and Obtain Answers to Checklist Questions
- Provide Recommendations for Improvement

## LOCATION AND SCHEDULE

This 3½-day workshop and optional ½-day site tour will be held (date), at the (hotel) in (city). The hotel is located at (address); the phone number is (phone #).

The workshop will begin at 8:00 a.m. and will end at approximately 4:30 p.m. daily.

## REGISTRATION

You may register by mailing a completed registration form to (name) at (address), by faxing a completed registration form to (name) at (phone number), or online by visiting the ACE Team web site:

<http://www.em.doe.gov/aceteam/>

☞ For further information, contact Bryan Skokan (301-903-7612 or [bryan.skokan@em.doe.gov](mailto:bryan.skokan@em.doe.gov)), Autar Rampertaap (301-903-8191 or [autar.rampertaap@em.doe.gov](mailto:autar.rampertaap@em.doe.gov)), or any HQ or Field Applied Cost Engineering Team member.

Please complete the following registration information and fax or mail it to (name, address, phone, and fax numbers).

**PERSONAL BUSINESS CARD  
VALIDATION**

**REGISTRATION FORM**

**Name:**\_\_\_\_\_

**Title\Organization:**\_\_\_\_\_

**Address:**\_\_\_\_\_

**Phone:**\_\_\_\_\_

**Fax:**\_\_\_\_\_

**Email:**\_\_\_\_\_

## DISCUSSION LEADERS

This workshop is sponsored by DOE's Applied Cost Estimating (ACE) Team, a joint Field-Headquarters working group established to promote better fiscal management and control of ER projects/programs. Discussion leaders are drawn from the ACE Team and other cognizant federal staff. They will:

- ✓ Demonstrate cost-estimating principles
- ✓ Stimulate discussion of lessons learned from DOE ER projects
- ✓ Document new lessons learned and communicate them across the complex

## YOU WILL GET INVOLVED!

Environmental restoration examples, overhead projections, reference materials, audience participation, and hands-on exercises will drive home important principles. Plus, you'll take home a comprehensive workbook packed with information to jog your memory and support your cost-estimating efforts.

## VALUE TO FEDERAL STAFF

*This is a unique opportunity to develop sound cost-estimating and validation approaches by examining Environmental Restoration examples. It is unprecedented for a joint Field-Headquarters team to enable federal managers, project managers, scientists, and engineers to understand and manage cost baselines better and to increase overall managerial and fiscal control of ER programs and projects. Bottom line: If you haven't mastered the process, you can't ask the right questions to ensure cost control.*

**Date**

**City**

*A hands-on workshop using real-life U.S. Department of Energy (DOE) examples to help you understand and practice the fundamentals of estimating and validating costs for environmental restoration projects.*

Continuous improvement is a constant goal of DOE-Environmental Management and is derived from lessons learned. Once a lesson is learned, it is used to improve the associated system/process, and it must be communicated effectively throughout the organization.

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**PRACTICAL COST-ESTIMATING  
AND VALIDATION  
LESSONS-LEARNED WORKSHOP**

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